



Job Opportunity

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Date: 05.10.2026

Bangladesh is recognized as one of the country's most vulnerable to the impacts of climate change. The Ministry of Environment, Forest and Climate Change (MoEFCC) has identified the coastal region as one of the major climate hotspot areas due to increasing salinity intrusion, sea-level rise, cyclones, storm surges, tidal flooding, and coastal erosion. These climate-induced hazards have significantly affected the livelihoods, health, and living conditions of coastal communities. Among the most critical challenges is the scarcity of safe drinking water, as freshwater sources are increasingly becoming saline and unsuitable for human consumption.

The experience of **Nowabenki Gonomukhi Foundation (NGF)** indicates that climate-vulnerable coastal communities continue to face severe difficulties in accessing safe and reliable drinking water. Salinity intrusion into both surface and groundwater sources, coupled with the impacts of recurrent cyclones and tidal surges, has substantially reduced the availability of potable water. As a result, people—particularly women and children—are compelled to travel long distances to collect drinking water, exposing them to health risks, economic hardship, and reduced productivity. Limited access to safe drinking water also contributes to waterborne diseases and undermines the resilience of vulnerable households.

Under these circumstances, to improve access to safe drinking water and strengthen the climate resilience of vulnerable coastal communities in the selected upazilas of Khulna, Bagerhat, and Satkhira districts, **Nowabenki Gonomukhi Foundation (NGF)** will implement the project titled "Access to Safe Drinking Water for the Climate Vulnerable People in Coastal Areas of Bangladesh through Solar-generated Reverse Osmosis Water Treatment Facilities." The project will be financed by the Adaptation Fund (AF) through Palli Karma-Sahayak Foundation (PKSF) and will be implemented over a period of two years.

The specific objectives of the project are:

- Ensure access to safe and climate-resilient drinking water for vulnerable coastal communities through the installation and operation of Reverse Osmosis (RO) water treatment plants.
- Enhance awareness and knowledge of climate-vulnerable communities on safe drinking water, health, hygiene, and climate change adaptation practices.

1. Title: OFFICER (Accounts and Procurement)

- **Reports to:** Focal Person of Organizations
- **Duration:** One year (Renewable based on performance and project timeline).
- **Remuneration:** Monthly consolidated BDT 40,000 (inclusive of taxes) + other admissible benefits.
- **Age:** Less than 45 years.
- **No. of Posts: 01**
- **Experience:** Minimum 3 years of proven experience in financial management, accounting, and reporting, preferably in a development organization in Bangladesh

KEY RESPONSIBILITIES

The Officer will be responsible for the following duties:

- a) Maintain separate books of accounts for the sub-project on an accrual basis under the historical cost convention, following the accounting manual of PKSF, International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS).
- b) Operate and maintain a computerized accounting system to record all financial transactions of the sub-project accurately and promptly.
- c) Prepare and submit monthly financial report and six-monthly reimbursement report according to the PKSF's Project Management Unit (PMU) of Safe water Project (SWP) financial guideline and template.
- d) Support the preparation of annual, half-yearly, and quarterly budgets for the sub-project, aligning with procurement plans and work plans.
- e) Monitor the flow of funds from the Project to the sub-project and ensure smooth disbursement of funds to vendors, contractors, and for operational expenses in accordance with approved budgets.

- f) Prepare and submit annual financial statements incorporating disclosure on income and expenditure, receipts and payments, and the financial position of the sub-project, along with relevant notes and information.
- g) Ensure adequate internal controls are in place for the proper utilization, management, and accounting of funds at the sub-project level.
- h) Prepare monthly bank reconciliation statements for sub-project bank accounts.
- i) Prepare and review all sub-project budgets, reimbursement bills, and financial claims from partners/vendors before submission to the PMU.
- j) Assist in the preparation of cost proposals for new activities, training, and other project-related events.
- k) Ensure that shared cost amounts are correctly budgeted in each proposal for sub-project activities.
- l) Coordinate with PKSF's PMU of SWP accounts and internal audit department of PO's by providing necessary information and documentation for audits.
- m) Support external auditors with required information, records, and documentation for project/sub-project audits.
- n) Review external and internal audit reports, along with management letters, and assist in implementing audit recommendations.
- o) Provide advice and monitoring support to project and PO's staff on the efficient operation of sub-project bank accounts and fund utilization.
- p) Ensure compliance with all PKSF's PMU of SWP financial, accounting and procurement policies, procedures and donor requirements.
- r) Work in coordination with the PKSF's Project Management Unit (PMU) of Safe Water Project (SWP) for financial validation, reporting, and quality assurance.
- s) Assist to prepare tender documents and evaluation procedure of RO plant installation and construction according to PPR 2025.
- t) Frequent field visit to monitor the RO Plant.
- u) Any other task which is assign by (name of the partner organization), PKSF and Donor.

Basic Requirement:

- Bachelor's / Master's degree in Accounting/Finance from a recognized University. Having a 3rd class/division in any examination will incur ineligibility
- Minimum 3 years of proven experience in financial management, accounting, and reporting, preferably in a development organization in Bangladesh.
- Candidates having working experience in any partner organization of PKSF will get preference.
- Working in PPR 2025 will be an added advantage.

2. Title: Technical Officer (Engineering)

- **Reports to:** Project Focal Person of Organization
- **Duration:** One year (Renewable based on performance and project tenure).
- **Remuneration:** Monthly consolidated BDT 40,000 (inclusive of taxes) + other admissible benefits.
- **Age:** Less than 45 years.
- **No. of Posts: 01**
- **Experience:** Preference will be given to candidates with relevant experience

KEY RESPONSIBILITIES

The Technical Officer (Engineering) will be responsible for the following duties:

- a) Supervise the installation and commissioning process of new RO plants to ensure they meet technical specifications and quality standards.
- b) Deliver high-level technical oversight for the repair and preventative maintenance of RO units, specifically focusing on membranes and filtration systems (multi-grade, iron removal, activated carbon, and micron filters), feed pumps, high-pressure pumps, solar inverters, and UV sterilizer components.
- c) Execute prompt diagnostic and corrective actions for mechanical or electrical failures to ensure minimal system downtime.
- d) Oversee the scheduled cleaning of reservoirs and the Clean-In-Place (CIP) process for membranes.
- e) Ensure all operations meet safety standards, including the proper handling of chemicals and electrical components.
- f) Regularly monitor raw water salinity and treated water quality (TDS, pH, Iron, and Arsenic levels) using field kits or accredited laboratories (DPHE / icddr, b / BUET, etc.).
- g) Prepare detailed Bill of Quantities (BOQ) and cost estimates for spare parts, annual maintenance contracts, and technical upgrades.
- h) Supervise the daily activities of plant operators, distribution staff, and the **Technician**, ensuring day-to-day smooth water production, commercial sales, and technical parameters.
- i) Provide technical guidance and support to the Technician for community mobilization, beneficiary selection, and awareness activities related to RO plant operations.

- j) Review and validate field reports submitted by the Technician and Plant Operators.
- k) Conduct on-site training and workshops for local water user groups, operators, and other stakeholders on basic operation and maintenance of RO plants, water quality and climate change issues as well as community awareness.
- l) Audit daily operational logs of water production, commercial sales, and technical parameters.
- m) Initiate and support promotional activities for the plant to increase water sales and ensure revenue generation for sustainability.
- n) Actively involve and coordinate with local stakeholders, including community leaders and local authorities, to ensure smooth plant operations.
- o) Work in coordination with the PKSF Project Management Unit (PMU) for technical validation, reporting, and quality assurance.
- p) Submit monthly operation & maintenance reports, water quality records, and incident logs in prescribed digital/printed format.
- q) Perform any other duties assigned by the Focal Person as per instruction from PKSF PO Management.

Basic Requirement:

- Diploma from a recognized institution in Civil, Chemical, Mechanical, Electrical Engineering or any relevant field.
- Preference will be given to candidates with relevant experience.
- Educational qualification may be relaxed for the deserving candidate with adequate technical knowledge and experience.

3. Title: Technician

- **Reports to:** Project Focal Person
- **Duration:** 1 Years (Renewable based on performance and project tenure).
- **Remuneration:** Monthly consolidated BDT 30000 (inclusive of taxes) + other admissible benefits.
- **Age:** Less than 45 years.
 - **No. of Posts: 01**
- **Experience:** Preference will be given to candidates with relevant experience

KEY RESPONSIBILITIES

The Technician will be responsible for the following duties:

- Facilitate monthly meetings of community groups, ensuring active participation and discussion of climate change challenges, adaptation strategies, and project activities.
- Work with community groups to identify beneficiaries and participants for various project activities, including RO plant installation, water distribution, and livelihood support initiatives.
- Ensure transparent and inclusive selection of beneficiaries, with special attention to vulnerable and marginalized groups, including women and persons with disabilities.
- Supervise and monitor day-to-day field activities to ensure they are implemented according to the approved work plan, timeline, and technical specifications.
- Coordinate with the Technical Officer (Engineering) to support smooth installation, commissioning, and operation of RO plants.
- Support promotional activities for the RO plants to increase water sales and ensure revenue generation for sustainability.
- Promote the adoption of climate-smart practices, water conservation, and sustainable livelihoods within the community.
- Regularly monitor project activities, collect field-level data on community demographics, livelihoods, climate perceptions, and project impacts.
- Prepare regular reports on community engagement activities, awareness campaigns, beneficiary selection processes, and field-level progress.
- Document success stories, lessons learned, and challenges faced during project implementation for knowledge sharing and reporting.
- Assist with data collection and reporting for project monitoring, evaluation, and learning (MEAL) activities.
- Submit all field reports to the Technical Officer (Engineering) for review and validation.
- Liaise with the Focal person of the project, Technical Officer (Engineering), and PMU of PKSF to ensure efficient data sharing, reporting, and coordination of activities.
- Conduct on-site training and orientation for water user groups and operators on project objectives, safe water practices, operation and maintenance, and hygiene promotion.
- Ensure all field activities meet environmental and social safeguards.
- Perform any other duties assigned by the Project Focal Person as per instruction from PKSF and PO Management.

Basic Requirement:

- SSC or HSC from Bangladesh Secondary and Higher Secondary Education Board or SSC Vocational from Technical Education Board or equivalent.
- Must have relevant experience.
- Educational qualification and age limit may be relaxed for the deserving candidate with adequate technical knowledge and experience.

Please visit the following link to access the terms of reference for the above-mentioned post and submit your online job application from the same page: <https://www.ngf-bd.org/job-circular-summary>

Application Procedure:

Interested candidates meeting the above criteria are requested to submit:

- Updated CV with recent photograph
- Copies of academic and professional certificates
- Experience certificates related to community development or project implementation
- Contact details of two professional references

Head of Admin & HRD, Nowabenki Gonomukhi Foundation (NGF), Nowabenki, Shyamnagar, Satkhira.

Alternatively, candidates can apply online by clicking the ‘Apply Now’ button at the following link: <https://www.ngf-bd.org/job-circular-summary>

- Applications should have a detailed CV including a contact cell phone number and two referees.
- A recent Photograph must be enclosed with the CV
- Only short-listed candidates will be called for written and viva examinations.
- Management Decision will be final.

Application Deadline: 14.10.2026

Head of Admin & HRD
Nowabenki Gonomukhi Foundation (NGF)
Nowabenki, Shyamnagar, Satkhira.